

FEDERAL ASSISTANCE

Interim Report

DUE: 8/30/2020

STATE Virgin Islands of the United States

PROJECT TITLE: U.S. Virgin Islands Fisheries Disaster Assistance Program

PERIOD: 01 August 2019 – 31 July 2020

OBJECTIVE: Provide disaster aid after Hurricanes Irma and Maria to USVI fishing industry sectors of licensed and registered commercial and charter fishers and fishing-dependent businesses.

FUNDING:

Federal Share:	\$	10,716,868
Territorial Share:	\$	0.00
Total:	\$	10,716,868

EXECUTIVE SUMMARY

This proposal for the distribution of appropriated disaster assistance to the U.S. Virgin Islands fishing community has been created by the Department of Planning and Natural Resources' Division of Fish and Wildlife with consultation from NOAA Fisheries and data provided by local fishers and businesses (Appendices 1 – 3). Within this document, we review the assistance for post-storm damage assessment of the USVI fishing industry with a fair and equitable means of distributing funds to eligible parties. Approximately 88% of the appropriated funds will be designated to provide direct financial assistance to eligible individuals and businesses. The program also creates new opportunities for research, habitat restoration, and replacing necessary safety equipment aboard fishing vessels.

OBJECTIVES:

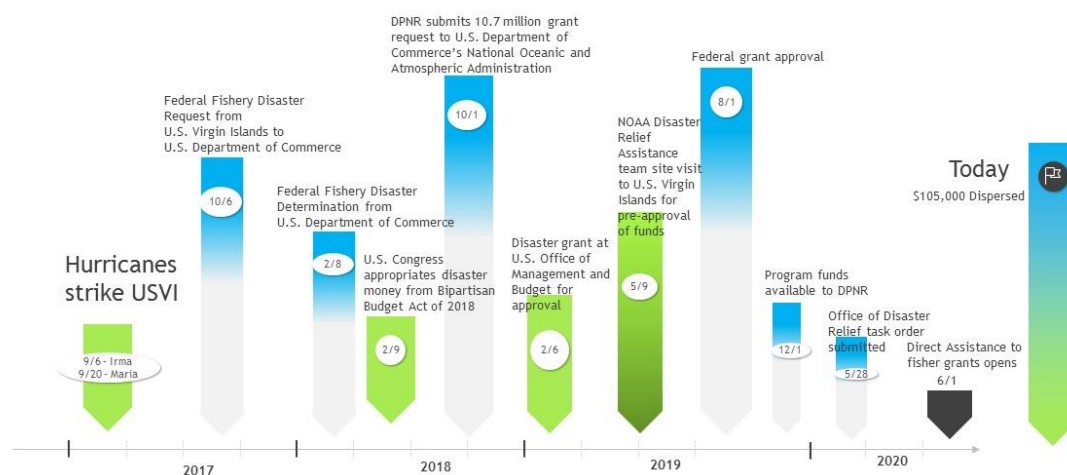
The primary objective of the grant project is to offer financial assistance to eligible fishers and businesses within the USVI fishing industry that suffered damages and losses from Hurricanes Irma and Maria, which occurred in September 2017.

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The reported updates for each objective of the grant are as follows:

1. Provide direct financial assistance to eligible individuals and businesses in USVI fishing industries that have documented uninsured losses as a direct result of Hurricanes Irma and Maria.
 - a. *3/30/2020 We have created an SOP narrative and workflow for fishers attached as Appendices 1 – 3.*
 - b. *5/30/2020 We sent out an in-house solicitation to five case management firms seeking their interest in administering the program. We received two written responses; however, neither respondent submitted their estimate in line with the scope of work (showing cost breakdown for each service). We reached back out to the two respondents requesting them to update their response in line with the request, but one of the respondents declined, and so we only have one bid as of January 31 2020. We worked with the Department of Property and Procurement to make a public bid proposal period that ran from February 26 to March 26 2020. Two respondents placed bids, but each had administrative costs of more than a half million dollars. Because the costs were out of the cost estimate for the program funds awarded, we failed the bid proposal. The Virgin Islands Office of Disaster Recovery has worked with Witt O'Briens and there is a possibility that the company could administer the program working with the Office of Disaster Recovery. By April 30, no task order was issued but we anticipate a contractual agreement.*
 - c. *8/30/2020 The completed Memorandum of Agreement (task order) with the Virgin Islands Public Finance Authority's Office of Disaster Recovery was executed on July 30, 2020.*
2. Efficiently and fairly review applications to ensure that eligible individuals and fishing-dependent businesses receive financial assistance following the processes outlined in this proposal.
 - a. *3/30/2020 We are in the process of working with the Department of Finance to create subaward templates to facilitate the application process.*
 - b. *5/30/2020 We are working with the Department of Property and Procurement to secure the personnel and administer the program using a competitive bidding process. See 1.b.*
 - c. *8/30/2020 Prior to the execution of the MOA, work began by the Division of Fish and Wildlife to distribute applications (Appendix 5). The review of applications was completed for base payments (up to \$5,000). We called this 'Phase 1' of the*

Hurricane Disaster Relief Timeline



program period. As of July 31, 2020, \$105,000.00 was distributed in payments to fishers in the U.S. Virgin Islands.

3. Provide safety gear to eligible fishers to assist them in complying with U.S. Coast Guard safety regulations for fishing vessels operating in federal waters around the USVI.
 - a. *To commence in Years 2-4.*
4. Implement a communication and outreach plan to notify potential applicants of the opportunity for financial assistance and an understanding of the application process.
 - a. *5/30/2020 The information related to the hurricane disaster relief is available online. A screenshot of the website is in Appendix 4. We have presented the information to fishers as they come to the office, at the Fishing Advisory Committees on the second Wednesday of each month in each District since the grant was approved, and by a press release on August 19 2019 to the media. We have responded to media inquiries six times resulting in four news articles in the Daily News, St. Thomas/St. Croix Source, and St. Croix Avis. We are currently working towards a roll-out plan to share by phone, email, letter, and press release with fishers.*
 - b. *8/30/2020 We secured outreach communications working with the DPNR media communications coordinator. We had three ads in the Daily News territorial newspaper from 5/01/2020 – 5/31/2020. Radio commercials were played (8) times daily on WSTX AM 97 and WSTX FM 100.3 on St. Croix and Da Vybe 107.9 on St. Thomas from June 2020 through the end of July 2020.*

The ads said: "Calling commercial fishers and those that work in the industry! This is what you have been waiting for! The Department of Planning and Natural Resources is now accepting 2017 Hurricane Disaster Relief applications! If you were a registered commercial fishermen in 2017, you are eligible for payments of up to \$5,000.

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If you experienced specific losses, you may be eligible for even more. Visit dpr.vi.gov for the application or pick one up at any DPR offices on St. Croix or on St. Thomas from 9am to 12pm Monday to Friday. For application assistance on St. Thomas, call 775-6762 and on St. Croix at 773-1082 or email at fishdisaster@dpr.vi.gov.”

We also appeared on multiple radio station morning shows to give the information and answer questions from callers.

A press release from DPR was issued on Thursday, May 28, 2020. The press release was forwarded to media outlets, federal and territorial district based fisheries committees, all Virgin Islands legislature offices, both district administration offices, charter associations in each district, and non-profit groups.



GOVERNMENT OF THE VIRGIN ISLANDS OF THE UNITED STATES

DEPARTMENT OF PLANNING AND NATURAL RESOURCES

No. 45 Estate Mars Hill, Frederiksted
St. Croix, Virgin Islands 00840

Office of the Commissioner

Telephone: (340) 773-1082
FAX: (340) 773-1716

CONTACT: Jamal Nielsen, Media Relations Coordinator
FAX: (340) 713-2430

jamal.nielsen@dpr.vi.gov

Thursday, May 28, 2020

FOR IMMEDIATE RELEASE

DPNR ANNOUNCES START OF FISHERIES HURRICANE DISASTER RELIEF PROGRAM

Commissioner Jean-Pierre L. Oriol of the Department of Planning and Natural Resources informs all members of the Virgin Islands fishing community affected by Hurricanes Irma and Maria that the Hurricane Disaster Relief Assistance Program will begin accepting and reviewing direct relief applications on Monday, June 1, 2020.

All fishers and fishing-related businesses are encouraged to visit the website <https://dpr.vi.gov/fish-and-wildlife/fish/hurricane-disaster-relief-assistance/> for the most up-to-date information on the program and to access application forms. Application forms will also be available at DPR offices. Weekly program updates will be available online or by phone.

“The USVI fishing community was devastated by the 2017 hurricanes. The goal of this funding is to restore the fishing industry to pre-hurricane conditions. DPR is excited to support and enhance the resilience of the fishery with the long-awaited disaster relief assistance at this time. Thank you for your patience as we worked with NOAA and our local government partners on the implementation of this program” said Commissioner Oriol.

To qualify for financial assistance, fishers will need to present a valid 2017 business license issued by the Department of Licensing and Consumer Affairs, proof of employment in the fishing industry, and documentation of losses including receipts for any equipment already replaced.

For more information, please contact the Department of Planning and Natural Resources, Division of Fish and Wildlife at 340-775-6762 between 9AM to 12PM or by email at fishdisaster@dpr.vi.gov.

5. Support research, monitoring, and restoration related to USVI fisheries and marine habitats impacted by Hurricanes Irma and Maria.
 - a. To commence in Years 2-4.

Appendix 1: Narrative of disbursement process for fishers and program administrators

The U.S. Virgin Islands (USVI) are a territory of the United States located in the southeastern Caribbean region, adjacent to another U.S. territory, Puerto Rico. Total damages were projected to have been \$7,793,555 and 39 jobs were lost, at least in the short term. An additional \$242,392 in damages were reported by the tackle and marine supply shops. We will be distributing a little under 10 million dollars as direct financial assistance to commercial fishers, for-hire/charter fishers, and fishing-dependent businesses. The funds will allow them to repair and replace their lost and damaged vessels, gear, and other equipment used in their fishing businesses, and will supplement their lost income for those who were unable to fish following the hurricanes.

The following distribution plan is proposed:

1. Commercial fishers and charter fishing business owners who meet the eligibility requirements will receive a base payment of \$5,000.
2. Eligible commercial fishing helpers and charter captains or crew (non-business owners) will receive a base payment of \$2,500 to assist them with their lost income.
3. Fishing-dependent businesses are defined as bait and tackle shops or similar businesses whose income is at least 50% directly related to the fishing industry. These businesses are eligible for base payments of \$5,000 to assist them with their losses.
4. Fishing-related businesses that make less than 50% of their income from fishing are eligible for base payments of \$2,500.

All applications will be reviewed and determinations will be made once the 60-day application period closes. This will allow all eligible applicants to receive equitable assistance. The application review and determination processes will remain transparent, and all applicants will receive written explanations of their decisions and award amounts. Applications which do not appear to meet the eligibility criteria or which contain incomplete information will be reviewed on a case-by-case basis. These applicants will be contacted to collect the information needed to determine their eligibility, losses, and need.

The following process have been outlined to be sent to the fishers:

1. First, the fishers should use the first handout from January 2019 to determine whether they are eligible. (FishersGuide)
2. Once they know their eligibility status, the fisher should register as a vendor with the Government of the Virgin Islands following the most updated procedures from the Department of Property and Procurement. The Division of Fish and Wildlife will assist all fishers with identifying the correct paperwork to become vendors. (FishersGuide)
3. The Disaster Relief Program Administrator and Assistants when hired will announce the beginning of the first 60 day application period. (FishersGuide)
4. The fishers will need to verify their losses through documentation. The documents used to verify their funds may include and are not limited to proof insurance payments, receipts from replacement equipment and contractual work, commercial catch reports documenting reduced gear types or catch, and may include photographs of lost and/or replaced equipment. (FishersGuide)
5. The Disaster Relief Program Administrator and Assistants will verify all documents within 60 days. (FishersGuide)
6. The fishers will be notified by mail, email, and telephone of the decision on their application within 60 days of submission. (FishersGuide)
7. Any fisher who wishes to appeal should do so within 30 days of receiving their decision. (FishersGuide)
8. A second application period will open 30 days after the first application period for any fishers who did not have a chance to register. (FishersGuide)

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The following disbursement process has been determined to guide the administrators:

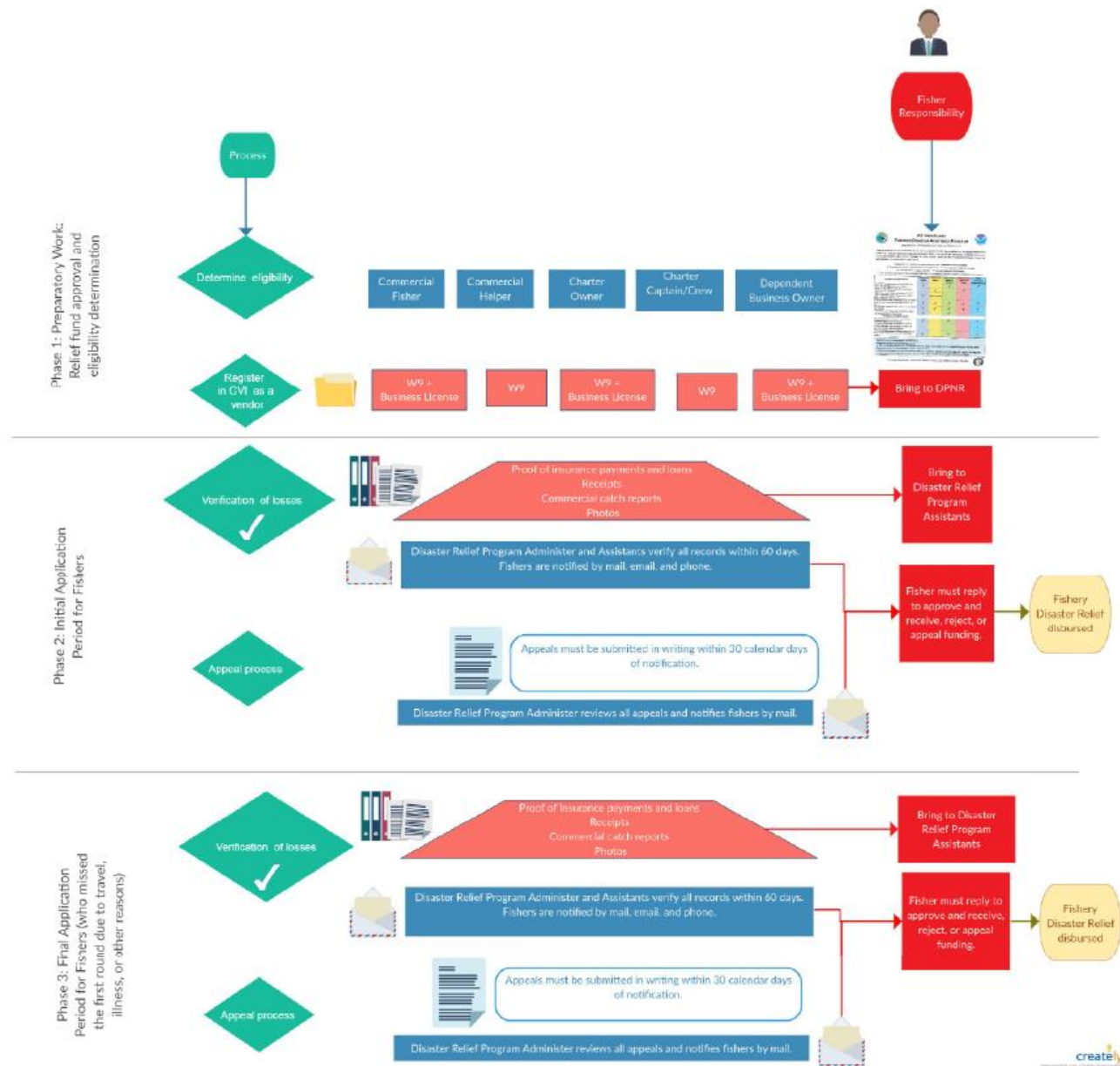
1. When the fishers' documentation is provided, the program assistants will create a package to forward to the program administrator for approval. (Disbursement SOP)
2. The Program Administrator will provide the completed package, including hard receipts, photographs, and commercial catch reports, to the Commissioner of the Department of Planning and Natural Resources. Each documented loss will be entered into the electronic database as one line item with document attached. (Disbursement SOP)
3. After approval of the documented losses, a verification letter will be generated and send to the fisher who must accept or deny the verification. (Disbursement SOP)
 - a. If the fisher accepts and signs an invoice for payment, the program administrator will create a subaward agreement.
 - b. If the fisher does not accept, then he may enter the appeal process one (1) time through creating a justification package that will be reviewed by the Division of Fish and Wildlife Director and Chief of Fisheries and the Department of Planning and Natural Resources Commissioner.
4. The subaward agreement will be entered into the electronic payment system by the Department of Planning and Natural Resources accountants. (Disbursement SOP)
5. The Department of Finance will review each documented loss for each fishers package. The Department of Planning and Natural Resources will be notified if additional documents are needed for the disbursement. If so, then the program administrator will work with the fisher to provide additional proof of losses including but not limited to photographs, receipts, and commercial catch reports. (Disbursement SOP)
6. When approved, a check will be mailed or electronically deposited into the account of the fisher. (Disbursement SOP)

Overall, the payments will be capped to:

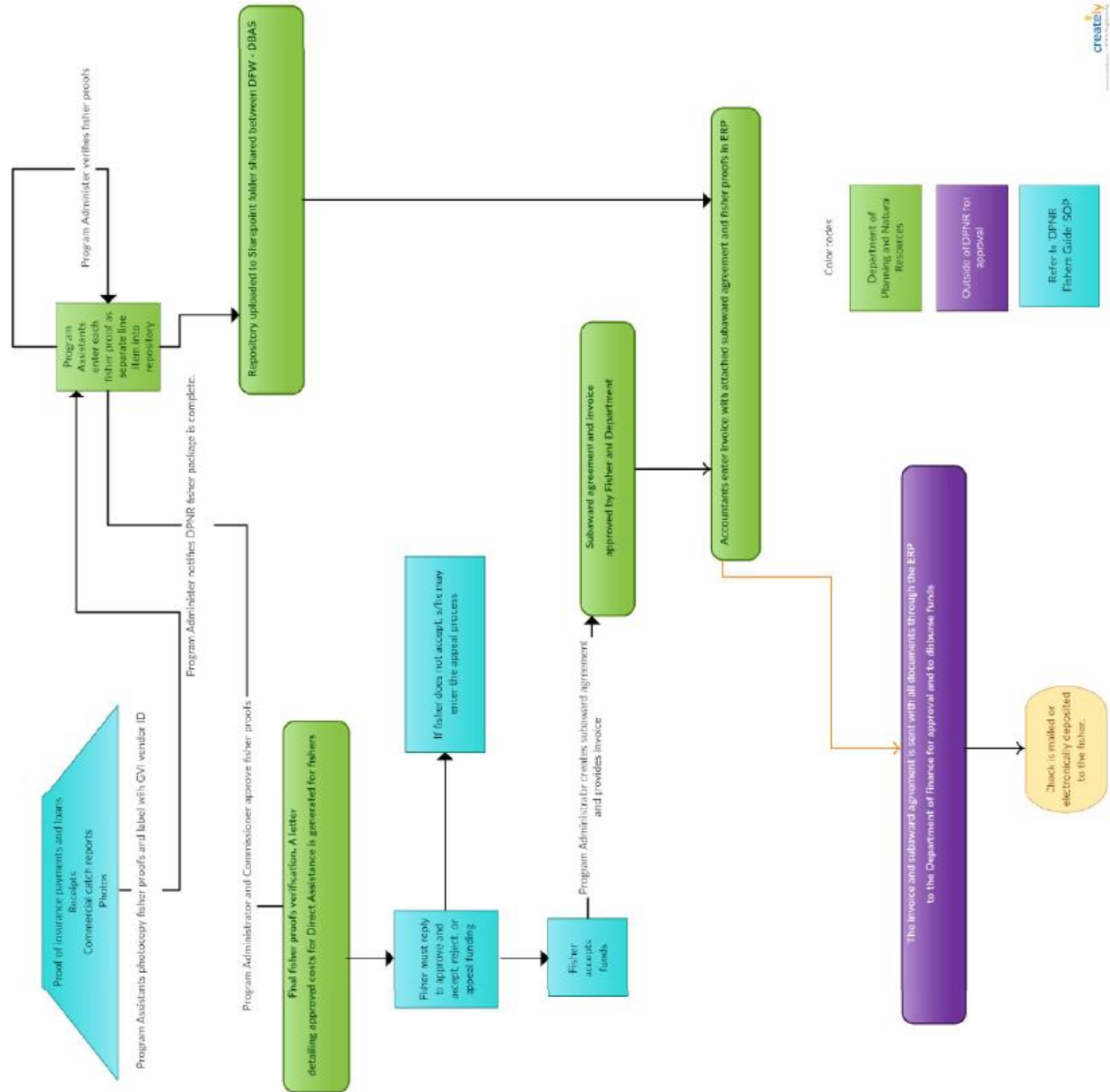
1. Fishers who have eligible losses in excess of \$5,000 will be required to submit documentation for their claimed losses in order to receive additional assistance of up to 75% of their total documented losses capped at \$75,000, including the base payment.
 - a. Helpers, captains, and crew are not eligible for assistance in excess of the base payment.
2. Fishing-dependent businesses are eligible for additional assistance of up to 75% of their total documented losses above that amount capped at \$75,000, including the base payment.
 - a. Fishing-related business are not eligible for assistance in excess of the base payment.

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Appendix 2: Workflow for Fishers (FishersGuide)





Appendix 3: Workflow for Internal Disbursement (Disbursement SOP)



[Link to the USVI Disaster Appropriation Funding from Congress](#)

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Appendix 5: Fisher Applications



¡ATENCIÓN PESCADORES!

Para recibir fondos federales de los E.E.U.U por ley es necesario tener un número de la compañía Dun and Bradstreet y que esté registrado en el sistema federal de SAM.gov (2 CFR Subtitle A, Chapter 1, and Part 25 <http://edocket.access.gpo.gov/2010/pdf/2010-22706.pdf>). Desafortunadamente estos programas solamente ofrecen información en inglés. Sin embargo, la División de Pesca y Vida Silvestre (Division of Fish and Wildlife, DFW) en el Departamento de Planificación y Recursos Naturales (Department of Planning and Natural Resources, DPNR) de las Islas Virgenes reconoce que hay una proporción significativa de la población que se comunica en español. Aunque hay empleados en la oficina del DPNR-DFW en St. Croix que con capaces de comunicarse en español, queremos ofrecer una guía para ayudar a nuestra comunidad latina para mejorar su conocimiento de este proceso obligatorio para recibir fondos federales asociado con los impactos de los huracanes Irma y María en el año 2017. Por lo tanto, en este documento ofrecemos información de como solicitar un número de DUNS (Dun & Bradstreet) y de cómo registrarse en el programa de SAM.gov.

Paso 1: SOLICITANDO PARA UN NUMERO DE DUNS

¿Qué es un número de DUNS?
El número de DUNS (Data Universal Number System) son nueve números que están utilizados para identificar su organización o compañía. El gobierno federal utiliza este número para identificar cómo los fondos federales están utilizados.

¿Cómo solicitar un número de DUNS?
Necesitará visitar el website de Dun and Bradstreet (<https://dunbros.dnb.com/webform/displayHomePage.do>). Escoge la opción de "Click here to request your D-U-N-S Number via the Web". Después sigue los pasos con la información de su organización o compañía. También es importante saber que no hay ningún costo asociado con este programa y si tenga dudas o preguntas, puede llamar al número (1-866-705-5711), aunque para que sepa, solo ofrece ayuda en inglés. Para recibir la notificación oficial de la compañía Duns and Bradstreet tendrá que establecer una dirección electrónica (email).

La información necesaria para llenar la solicitud incluye:



- Nombre de su organización o compañía
- Dirección postal de su organización o compañía
- Nombre del director ejecutivo (Chief Executive Officer, CEO)
- Estructura legal de su organización o compañía (e.g., corporación, camaradería, propiedad) (e.g., corporation, partnership, proprietorship)
- Fecha de cuando empezó su organización o compañía
- Número de empleos

La mayoría de esta información puede estar encontrado en los siguientes documentos. Además, un mínimo de dos de estos documentos tendrá que estar escaneado y bajado en el website como evidencia de la información que usted puso:

- Licencia de Negocio
- Factura de WAPA u otra utilidad
- Título de vehículo
- Arrendamiento
- Escritura de la Casa

¿Cuánto tiempo se tarda para recibir su número de DUNS?
Típicamente recibirá su número de DUNS entre 1-2 días laborables

*Esta información está disponible en inglés en el website: <https://www.grants.gov/applicants/organization-registration/step-1-obtain-duns-number.html>



¡ATENCIÓN PESCADORES!

Para recibir fondos federales de los E.E.U.U por ley es necesario tener un número de la compañía Dun and Bradstreet y que esté registrado en el sistema federal de SAM.gov (2 CFR Subtitle A, Chapter 1, and Part 25 <http://edocket.access.gpo.gov/2010/pdf/2010-22706.pdf>). Desafortunadamente estos programas solamente ofrecen información en inglés. Sin embargo, la División de Pesca y Vida Silvestre (Division of Fish and Wildlife, DFW) en el Departamento de Planificación y Recursos Naturales (Department of Planning and Natural Resources, DPNR) de las Islas Virgenes reconoce que hay una proporción significativa de la población que se comunica en español. Aunque hay empleados en la oficina del DPNR-DFW en St. Croix que con capaces de comunicarse en español, queremos ofrecer una guía para ayudar a nuestra comunidad latina para mejorar su conocimiento de este proceso obligatorio para recibir fondos federales asociado con los impactos de los huracanes Irma y María en el año 2017. Por lo tanto, en este documento ofrecemos información de como solicitar un número de DUNS (Dun & Bradstreet) y de cómo registrarse en el programa de SAM.gov.

Paso 2: REGISTRANDOSE EN SAM.GOV

¿Qué es SAM.gov?
Es un base de datos para manejar y organizar los números DUNS. Registrandose en el "System for Award Management" (SAM) es un requisito para su organización o compañía en el proceso de recibir fondos federales.

¿Cómo registrarse en SAM.gov?
Para registrarse en SAM.gov, tiene que visitar el website <https://www.sam.gov/SAM/> y usted necesitará su número de DUNS y su número de identificación del contribuyente (Taxpayer Identification Number, TIN) o su número de identificación del empleo (Employment Identification Number, EIN). Si es la primera vez que usted esté registrando su organización o compañía, necesitará escanear y bajar una carta notariada que diga quién es la persona nombrada como administrador y será oficialmente la persona autorizada para registrarse en SAM.gov.

¿Cuánto tiempo se tarda para estar registrado en SAM.gov?
Después de completar el proceso de registración y haya sometido la carta notariada, típicamente tarda alrededor de dos semanas.

*Esta información está disponible en inglés en el website: <https://www.grants.gov/web/grants/applicants/organization-registration/step-2-register-with-sam.html>

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ATTENTION FISHERS



In order to receive federal funding from the United States of America by law it's necessary to have a number from the company Dun and Bradstreet and that you are registered in the federal system of SAM.gov (2 CFR Subtitle A, Chapter 1, and Part 25 <http://edocket.access.gpo.gov/2010/pdf/2010-22706.pdf>). For this reason, in this document we are offering information of how to apply for a DUNS number and how to register in the SAM.gov program. This is a federal requirement to receive disaster relief funding. Therefore, all commercial fishers and helpers, charter fishers, and fishing-related businesses who plan on applying for the fisheries disaster assistance program will need to follow these guidelines.

Step 1: APPLYING FOR A DUNS NUMBER

What is a DUNS number?

The DUNS number (Data Universal Number System) is a 9-digit number sequence that is used to identify an organization or company. The federal government uses these numbers to identify how government funds are utilized.

How does someone apply for a DUNS number?

You will first need to visit the website for Dun and Bradstreet (<https://dunbros.com/webform/displayHomePage.do>). Choose the option "Click here to request your D-U-N-S Number via the Web". Afterwards follow the steps with the information of the organization or company. It is also important to know that there is no cost associated with this program and if you have any doubts or questions you can call the number (1-866-705-5711). In order to receive the official notification from Duns and Bradstreet you will need to establish a personal email.

What information is necessary to complete the DUNS request?

- Name of your organization or company
- Postal address of your organization or company
- Name of the Chief Executive Officer, CEO
- Legal structure of your organization or company (e.g., corporation, partnership, proprietorship)
- Starting date of your organization or company
- Number of employees

The majority of this information can be found in the following documents. Also, a minimum of two of these documents will have to be scanned and downloaded on the website as evidence for previous information you provided:

- Business license
- Utility bill from WAPA or another utility
- Vehicle title
- Lease
- Deed

How long does it take to receive a DUNS number?

You will typically receive a DUNS number within 1-2 business days

*This information is also available on the web site: <https://www.grants.gov/applicants/organization-registration/step-1-obtain-duns-number.html>



ATTENTION FISHERS



In order to receive federal funding from the United States of America by law it's necessary to have a number from the company Dun and Bradstreet and that you are registered in the federal system of SAM.gov (2 CFR Subtitle A, Chapter 1, and Part 25 <http://edocket.access.gpo.gov/2010/pdf/2010-22706.pdf>). For this reason, in this document we are offering information of how to apply for a DUNS number and how to register in the SAM.gov program. This is a federal requirement to receive disaster relief funding. Therefore, all commercial fishers and helpers, charter fishers, and fishing-related businesses who plan on applying for the fisheries disaster assistance program will need to follow these guidelines.

Step 2: REGISTERING WITH SAM.GOV

What is SAM.gov?

A database for managing and organizing DUNS numbers. Registering in the "System for Award Management" (SAM) is a requirement for your organization or company as a requirement in the process to receive federal funding.

How do I register myself in SAM.gov?

In order to register in SAM.gov you need to visit the website <https://www.sam.gov/SAM/> and you will need your assigned DUNS number and your Taxpayer Identification Number (TIN) or your Employment Identification Number (EIN). If this is the first time that you are registering your organization or company you will need to scan and upload a notarized letter stating that you are the person named as the administrator and that you are the authorized person to register the company or organization in SAM.gov.

How long does it take to be registered in SAM.gov?

After completing the registration process and you have submitted the notarized letter, it will typically take around two weeks to receive a notification.

*This information is also available on the web site: <https://www.grants.gov/web/grants/applicants/organization-registration/step-2-register-with-sam.html>

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UNITED STATES VIRGIN ISLANDS

DEPARTMENT OF PLANNING AND NATURAL RESOURCES

DIVISION OF FISH & WILDLIFE

APPLICATION

NOAA/DPNR-USVI FISHERIES DISASTER ASSISTANCE PROGRAM

DIRECTIONS AND INFORMATION NEEDED TO COMPLETE THIS APPLICATION

IMPORTANT NOTE: Thank you for taking the time to complete this U.S. Virgin Islands (USVI) Fisheries Disaster Assistance Program Application. Please remember to read this application in its entirety, including the first (1st) page which includes all directions and information needed to prepare you for completing this application fully so that there are no delays in the timely processing of your USVI Fisheries Disaster Assistance Program monies.

SPECIAL NOTE: ALL ITEMS BELOW FOLLOWED BY THREE (3) ASTERISKS IN RED *** = MANDATORY

PLEASE USE THE BELOW CHECKLIST TO ASSIST YOU IN GATHERING YOUR INFORMATION AHEAD OF APPLYING

- ☐ FULL NAME ***
 - FIRST NAME
 - MIDDLE NAME/ INITIAL (IF APPLICABLE)
 - LAST NAME
- ☐ PRIMARY PHONE NUMBER ***
- ☐ SECONDARY PHONE NUMBER
- ☐ EMAIL ADDRESS ***
- ☐ FULL PHYSICAL ADDRESS ***
- ☐ FULL MAILING ADDRESS ***
- ☐ USVI DISTRICT DESIGNATION ***
- ☐ WORK STATUS DESIGNATION (FULL-TIME OR PART-TIME) ***
- ☐ FULL BUSINESS NAME (IF APPLICABLE) ***
- ☐ 2019 OR 2020 USVI W-9 DOCUMENT ***
- ☐ USVI VENDOR NUMBER (IF APPLICABLE) ***
 - THIS NUMBER IS OBTAINED THROUGH THE USVI DEPARTMENT OF PROPERTY AND PROCUREMENT
- ☐ 2017 USVI BUSINESS LICENSE & NUMBER ***
 - ONLY APPLICABLE TO CLASSIFICATIONS: 1) COMMERCIAL FISHER- OWNERS, 2) CHARTER FISHING OWNERS & 3) FISHING DEPENDENT BUSINESSES
- ☐ D.U.N.S. NUMBER (DUN & BRADSTREET'S (D&B) "DATA UNIVERSAL NUMBERING SYSTEM") ***
 - WWW.FEDGOV.DNB.COM/WEBFORM/
 - **WHAT INFORMATION IS NECESSARY TO COMPLETE THE DUNS REQUEST?**
 - ☐ NAME OF YOUR ORGANIZATION OR COMPANY (USE YOUR FULL NAME IF YOU ARE NOT ORGANIZED UNDER A COMPANY)
 - ☐ MAILING ADDRESS OF YOUR ORGANIZATION OR COMPANY
 - ☐ NAME OF THE CHIEF EXECUTIVE OFFICER, CEO
 - ☐ LEGAL STRUCTURE OF YOUR ORGANIZATION OR COMPANY (E.G., CORPORATION, PARTNERSHIP, PROPRIETORSHIP)
 - ☐ STARTING DATE OF YOUR ORGANIZATION OR COMPANY
 - ☐ NUMBER OF EMPLOYEES
 - **A MINIMUM OF TWO (2) ***** of the below documents will have to be provided to DPNR to be copied and digitally scanned for local and federal record retention purposes to substantiate your claim:
 - ☐ MOST CURRENT USVI BUSINESS LICENSE
 - ☐ MOST CURRENT UTILITY BILL FROM WAPA OR ANOTHER UTILITY
 - ☐ MOST CURRENT VEHICLE TITLE
 - ☐ MOST CURRENT LEASE
 - ☐ MOST CURRENT PROPERTY DEED
- ☐ S.A.M. NUMBER (SYSTEM FOR AWARD MANAGEMENT) ***
 - WWW.SAM.GOV

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DPNR APPLICANT RECORD LOCATOR INFORMATION

FULL NAME: _____

DISTRICT: _____

DPNR RECORD LOCATOR #: _____



DEPARTMENT OF PLANNING AND NATURAL RESOURCES
DIVISION OF FISH & WILDLIFE
APPLICATION
NOAA/DPNR-USVI FISHERIES DISASTER ASSISTANCE PROGRAM



1. DATE:

☐ Applicant/ ☐ Non-Applicant: ***

Applicant's Initials: _____ Non-Applicant's Initials: _____

☐ YES/ ☐ NO DPNR Interviewer: ***

IF YES: DPNR Rep's Name: _____

DPNR Pre-Populated Application: ***

☐ YES/ ☐ NO

2. APPLICANT'S INFORMATION: ***

First Name: ***

Middle Name or Initial: ***

Last Name: ***

Phone1: ***

Phone2:

Email Address1: ***

Email Address2:

Physical Address1: ***

Physical Address2:

City: ***

State: ***

Zip Code: ***

Mailing Address1: ***

Mailing Address2:

City: ***

State: ***

Zip Code: ***

USVI District: ***

Work Status (Full-Time or Part-Time): ***

Full Business Name (If applicable): ***

2019 or 2020 USVI W-9 Document: ***

2017 USVI Business License Number or S-S-N Number: ***

D.U.N.S. Number: ***

S.A.M. Number: ***

USVI Vendor Number: ***

Vessel Name(s): ***



UNITED STATES VIRGIN ISLANDS
DEPARTMENT OF PLANNING AND NATURAL RESOURCES
DIVISION OF FISH & WILDLIFE
APPLICATION
NOAA/DPNR-USVI FISHERIES DISASTER ASSISTANCE PROGRAM



3. CLASSIFICATION & PAYMENT AMOUNT DESIGNATION INFORMATION: ***

SPECIAL NOTES:

- 1) Only the below classification designations have award amounts above **BASE PAYMENTS** but not to exceed the **MAXIMUM PAYMENT** amounts, with stipulations that must be carefully followed.
 - a) **COMMERCIAL FISHERS – OWNER(S)**
 - b) **FISHING CHARTER – OWNER(S)**
- 2) Along with additional stipulations, applicants must provide actual documentation, pictures, etc. to substantiate their claim

PAYMENT CLASSIFICATION TABLE			
CLASSIFICATION	BASE PAYMENT	MAXIMUM PAYMENT	MAX. PAYMENT STIPULATIONS
COMMERCIAL FISHERS – OWNER(S)	\$5,000.00	\$75,000.00	VESSEL DAMAGES: Vessel Name(s), Vessel #(s) Insurance Policy #(s), Insurance Company Name Proof of Vessel Damages (Pictures, Documentation, Receipts) GEAR LOSSES & OTHER GEAR DAMAGES: Gear Type Insurance Policy #(s), Insurance Company Name Proof of Gear Damages (Pictures, Documentation, Receipts) BUILDING AND/OR OTHER FACILITY DAMAGES: Physical Address of Building Insurance Policy #(s), Insurance Company Name Proof of Building Damages (Pictures, Documentation, Receipts)
FISHING CHARTER – OWNER(S)	\$5,000.00	\$75,000.00	VESSEL DAMAGES: Vessel Name(s), Vessel #(s) Insurance Policy #(s), Insurance Company Name Proof of Vessel Damages (Pictures, Documentation, Receipts) GEAR LOSSES & OTHER GEAR DAMAGES: Gear Type Insurance Policy #(s), Insurance Company Name Proof of Gear Damages (Pictures, Documentation, Receipts) BUILDING AND/OR OTHER FACILITY DAMAGES: Physical Address of Building Insurance Policy #(s), Insurance Company Name Proof of Building Damages (Pictures, Documentation, Receipts)
COMMERCIAL FISHERS - HELPERS	\$2,500.00	N/A	N/A
FISHING CHARTER – CAPTAIN/ CREW	\$2,500.00	N/A	N/A
FISHING DEPENDENT BUSINESS – OWNER(S)	\$2,500.00	N/A	N/A



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4. CERTIFICATION OF ELIGIBILITY FOR FEDERAL GRANT AWARDS

*****MANDATORY FOR ALL APPLICANTS*****

SPECIAL NOTE: The USVI Department of Planning & Natural Resources is required to ensure that all grantees are neither excluded nor disqualified under the suspension and debarment rules. This certification is required for grant awards up to and including \$5,000.00 by the regulations implementing Executive Order 12549, Debarment and Suspension (2 CFR 200.212 Suspension and Debarment).

A. APPLICANT/ OWNER/ ENTITY INFORMATION ***

Last Name: ***
First Name: ***
Middle Name or Initial: ***
Full Business Name (If applicable): ***
Business License Number or S-S-N Number: ***
Mailing Address1: ***
Mailing Address2: ***
City: ***
State: ***
Zip Code: ***
Primary Phone Number: ***
Email Address: ***
USVI District Designation: ***

B. CERTIFICATIONS ***

☐ I CERTIFY THAT MY CLASSIFICATION FALLS UNDER THE HEADING OF: *** [PLEASE CHOOSE ONE (1) BELOW]

- ☐ COMMERCIAL FISHERS – OWNER(S) ☐ COMMERCIAL FISHERS - HELPERS
☐ FISHING CHARTER – OWNER(S) ☐ FISHING CHARTER – CAPTAIN/ CREW
☐ FISHING DEPENDENT BUSINESS – OWNER(S) **PRE-POPULATED CLASSIFICATION:** _____

☐ I CERTIFY THAT NEITHER I, NOR MY BUSINESS, ARE RECEIVING (OR INTEND TO RECEIVE) ANY ADDITIONAL FEDERALLY FUNDED DISASTER RELATED MONIES FOR ANY DAMAGES OR LOSSES UNDER MY ABOVE IDENTIFIED CLASSIFICATION DUE TO HURRICANES IRMA/ MARIA FROM ANY OF THE BELOW FEDERAL AGENCIES: ***

[FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA)] – Public Assistance Program (PA)
[HOUSING AND URBAN DEVELOPMENT (HUD)] – Community Development Block Grant – Disaster Recovery Program (CDBG-DR)
[NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION (NOAA)]

☐ I FURTHER CERTIFY THAT I AM APPLYING FOR PAYMENT TYPE: *** [PLEASE CHOOSE ONE (1) BELOW]

- ☐ BASE PAYMENT ☐ ABOVE BASE PAYMENT, NOT TO EXCEED
MAXIMUM PAYMENT AMOUNT

C. SIGNATURE ***

I hereby declare and certify under penalty of perjury that this application and all information submitted as part of this application is true and accurate to the best of my knowledge. I also agree to provide, upon request, any and all documentation to support the above-mentioned declarations.

GRANTEE'S PRINTED NAME

X _____
GRANTEE'S SIGNATURE DATE PHONE NUMBER



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5. VESSEL DAMAGES: ***

APPLICABLE TO ONLY: 1) COMMERCIAL FISHERS – OWNER(S) 2) FISHING CHARTER – OWNER(S)

WERE YOUR VESSEL(S) DAMAGED BY HURRICANES IRMA/ MARIA?: ☐ YES/ ☐ NO

IF NO, PLEASE PROCEED TO SECTION 6.

IF YES, PLEASE RECORD ESTIMATED DAMAGES AND INSURANCE COVERAGE FOR ALL VESSELS BELOW.

TOTAL NUMBER OF COMMERCIAL FISHING VESSELS DAMAGED: _____

(IF UNABLE TO PROVIDE \$ AMOUNTS, PLEASE PROVIDE A % PERCENTAGE OF DAMAGES (50% DAMAGED / TOTALED / 100% DAMAGED)

VESSEL 1

VESSEL NAME: _____
VESSEL NUMBER (U.S. COAST GUARD NUMBER): _____
DPNR VESSEL NUMBER: _____
INSURANCE COMPANY & POLICY NUMBER: _____
EST. DAMAGES IN \$\$\$'S: _____ *IF NO \$\$\$'S PLEASE GO TO NEXT ROW*
EST. DAMAGE % & INS. COVERAGE %: *DAMAGE % (1-100):* _____ *INSURANCE % (1-100):* _____

DO YOU HAVE ALL DOCUMENTS TO SUBSTANTIATE YOUR CLAIM (RECEIPTS, DOCUMENTS, PHOTOS, ETC.?)

VESSEL 2

VESSEL NAME: _____
VESSEL NUMBER (U.S. COAST GUARD NUMBER): _____
DPNR VESSEL NUMBER: _____
INSURANCE COMPANY & POLICY NUMBER: _____
EST. DAMAGES IN \$\$\$'S: _____ *IF NO \$\$\$'S PLEASE GO TO NEXT ROW*
EST. DAMAGE % & INS. COVERAGE %: *DAMAGE % (1-100):* _____ *INSURANCE % (1-100):* _____

DO YOU HAVE ALL DOCUMENTS TO SUBSTANTIATE YOUR CLAIM (RECEIPTS, DOCUMENTS, PHOTOS, ETC.?)

VESSEL 3

VESSEL NAME: _____
VESSEL NUMBER (U.S. COAST GUARD NUMBER): _____
DPNR VESSEL NUMBER: _____
INSURANCE COMPANY & POLICY NUMBER: _____
EST. DAMAGES IN \$\$\$'S: _____ *IF NO \$\$\$'S PLEASE GO TO NEXT ROW*
EST. DAMAGE % & INS. COVERAGE %: *DAMAGE % (1-100):* _____ *INSURANCE % (1-100):* _____

DO YOU HAVE ALL DOCUMENTS TO SUBSTANTIATE YOUR CLAIM (RECEIPTS, DOCUMENTS, PHOTOS, ETC.?)

VESSEL 4

VESSEL NAME: _____
VESSEL NUMBER (U.S. COAST GUARD NUMBER): _____
DPNR VESSEL NUMBER: _____
INSURANCE COMPANY & POLICY NUMBER: _____
EST. DAMAGES IN \$\$\$'S: _____ *IF NO \$\$\$'S PLEASE GO TO NEXT ROW*
EST. DAMAGE % & INS. COVERAGE %: *DAMAGE % (1-100):* _____ *INSURANCE % (1-100):* _____

DO YOU HAVE ALL DOCUMENTS TO SUBSTANTIATE YOUR CLAIM (RECEIPTS, DOCUMENTS, PHOTOS, ETC.?)



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6. GEAR LOSS & OTHER GEAR DAMAGES: ***

APPLICABLE TO ONLY: 1) COMMERCIAL FISHERS – OWNER(S) 2) FISHING CHARTER – OWNER(S)

DID YOU HAVE ANY GEAR LOSS/ DAMAGES DUE TO HURRICANES IRMA/ MARIA? ☐ YES/ ☐ NO

IF NO, PLEASE PROCEED TO SECTION 7.:

IF YES, PLEASE RECORD ESTIMATED DAMAGES AND INSURANCE COVERAGE FOR ALL GEAR LOST/ DAMAGED.

TOTAL NUMBER OF ALL GEAR LOST/ DAMAGED: _____

(IF UNABLE TO PROVIDE \$ AMOUNTS, PLEASE PROVIDE A % PERCENTAGE OF DAMAGES (50% DAMAGED / TOTALED/ 100% DAMAGED)

GEAR 1

GEAR TYPE:		
EST. COST OF GEAR (NEW):		
EST. DAMAGES IN \$\$\$'s:	If NO \$\$\$'s PLEASE GO TO NEXT ROW	
INSURANCE COMPANY & POLICY NUMBER:		
EST. DAMAGE % & INS. COVERAGE %:	DAMAGE % (1-100): _____	INSURANCE % (1-100): _____
Do you have all documents to substantiate your claim (receipts, documents, photos, etc.)?		

GEAR 2

GEAR TYPE:		
EST. COST OF GEAR (NEW):		
EST. DAMAGES IN \$\$\$'s:	If NO \$\$\$'s PLEASE GO TO NEXT ROW	
INSURANCE COMPANY & POLICY NUMBER:		
EST. DAMAGE % & INS. COVERAGE %:	DAMAGE % (1-100): _____	INSURANCE % (1-100): _____
Do you have all documents to substantiate your claim (receipts, documents, photos, etc.)?		

GEAR 3

GEAR TYPE:		
EST. COST OF GEAR (NEW):		
EST. DAMAGES IN \$\$\$'s:	If NO \$\$\$'s PLEASE GO TO NEXT ROW	
INSURANCE COMPANY & POLICY NUMBER:		
EST. DAMAGE % & INS. COVERAGE %:	DAMAGE % (1-100): _____	INSURANCE % (1-100): _____
Do you have all documents to substantiate your claim (receipts, documents, photos, etc.)?		

GEAR 4

GEAR TYPE:		
EST. COST OF GEAR (NEW):		
EST. DAMAGES IN \$\$\$'s:	If NO \$\$\$'s PLEASE GO TO NEXT ROW	
INSURANCE COMPANY & POLICY NUMBER:		
EST. DAMAGE % & INS. COVERAGE %:	DAMAGE % (1-100): _____	INSURANCE % (1-100): _____
Do you have all documents to substantiate your claim (receipts, documents, photos, etc.)?		

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7. BUILDING AND/OR OTHER FACILITY DAMAGES: ***

APPLICABLE TO ONLY: 1) **COMMERCIAL FISHERS – OWNER(S)** 2) **FISHING CHARTER – OWNER(S)**

WERE ANY OF YOUR OWNED OR LEASED BUILDINGS AND/OR FACILITIES, **USED SOLELY FOR FISHING RELATED PURPOSES**, DAMAGED DURING HURRICANES IRMA/ MARIA? *** ☐ YES/ ☐ NO

If **NO**, PLEASE PROCEED TO SECTION **8**:

If **YES**, PLEASE RECORD ESTIMATED DAMAGES AND INSURANCE COVERAGE FOR ALL BUILDING DAMAGES.

TOTAL NUMBER OF ALL BUILDINGS DAMAGED: _____

(If UNABLE TO PROVIDE \$ AMOUNTS, PLEASE PROVIDE A % PERCENTAGE OF DAMAGES (50% DAMAGED / TOTALED / 100% DAMAGED))

BUILDING 1	
BUILDING PHYSICAL ADDRESS	_____
DID YOU OWN OR LEASE THIS BUILDING? ***	<input type="checkbox"/> OWNER <input type="checkbox"/> LEASED
IF INSURED, DID YOUR POLICY COVER: ***	<input type="checkbox"/> CONTENTS <input type="checkbox"/> BUILDING <input type="checkbox"/> BOTH
EST. DAMAGES IN \$\$\$'S:	_____ If NO \$\$\$'S PLEASE GO TO NEXT ROW
INSURANCE COMPANY & POLICY NUMBER:	_____
EST. DAMAGE % & INS. COVERAGE %:	DAMAGE % (1-100): _____ INSURANCE % (1-100): _____
Do you have all documents to substantiate your claim (receipts, documents, photos, etc.)?	

BUILDING 2	
BUILDING PHYSICAL ADDRESS	_____
DID YOU OWN OR LEASE THIS BUILDING? ***	<input type="checkbox"/> OWNER <input type="checkbox"/> LEASED
IF INSURED, DID YOUR POLICY COVER: ***	<input type="checkbox"/> CONTENTS <input type="checkbox"/> BUILDING <input type="checkbox"/> BOTH
EST. DAMAGES IN \$\$\$'S:	_____ If NO \$\$\$'S PLEASE GO TO NEXT ROW
INSURANCE COMPANY & POLICY NUMBER:	_____
EST. DAMAGE % & INS. COVERAGE %:	DAMAGE % (1-100): _____ INSURANCE % (1-100): _____
Do you have all documents to substantiate your claim (receipts, documents, photos, etc.)?	

8. FISHING / OPERATING STATUS (POST HURRICANES IRMA/ MARIA): ***

SINCE HURRICANES IRMA/ MARIA, ARE YOU BACK TO FISHING/ CHARTERING: *** ☐ YES/ ☐ NO

If **YES**, WHAT DATE DID YOU START BACK TO FISHING?: _____

If **NO**, HOW LONG DO YOU THINK IT WILL BE UNTIL YOU WILL BE ABLE TO RETURN TO FISHING?

(PLEASE COMPLETE ONE (1) BELOW)

OF DAYS: _____ # OF WEEKS: _____ # OF YEARS: _____

WHAT PREVENTED YOU FROM CONTINUING TO FISH? (CHECK ALL THAT APPLY BELOW)

☐ DAMAGED VESSEL/ GEAR ACCESS TO: ☐ FUEL ☐ BAIT ☐ ICE ☐ OTHER: _____

TOTAL NUMBER OF ALL BUILDINGS DAMAGED: _____

RELATIVE TO 2017, HOW MUCH FISHING REVENUE HAVE YOU LOST BECAUSE OF IRMA/MARIA?



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9. APPLICANT'S SIGNATURE: ***

APPLICANT'S PRINTED NAME

X

APPLICANT'S SIGNATURE

DATE

PHONE NUMBER

**** **NOTARY BLOCK – PLEASE DO NOT WRITE BELOW** ****

**** **DPNR INTERNAL FINANCIAL PORTION – PLEASE DO NOT WRITE BELOW** ****

APPLICANT'S FULL NAME: _____
APPLICANT'S USVI VENDOR NUMBER: _____
APPLICANT'S USVI DISTRICT: _____
APPLICANT'S CLASSIFICATION: _____
APPROVED BASE AWARD AMOUNT: _____
APPROVED ABOVE BASE AWARD AMOUNT (IF APPLICABLE): _____
TOTAL AWARD AMOUNT: _____

Dianne O'Garro
Director of Business & Administrative Services, DPNR

Date: _____

Dr. Nicole F. Angeli
Director of the Division of Fish & Wildlife, DPNR

Date: _____

Hon. Jean-Pierre L. Oriol
Commissioner, Department of Planning and Natural Resources (DPNR)

Date: _____